

SENIOR LIBRARY PAGE

DEFINITION

To provide limited direction and instruction to Library Pages and to perform special jobs requiring judgment and knowledge of library procedures.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by Library Supervisory Staff. Incumbents provide lead direction and on-the-job training to Library Pages.

ESSENTIAL DUTIES

1. Performs duties normally required of Library Pages.
2. Assists in training of new Library Pages and evaluates performance and work output.
3. Assigns and schedules Library Pages to perform simple, routine projects and checks to insure their completion.
4. Provides lead direction to Library Pages engaged in team or group projects.
5. Performs special Library Page assignments requiring a degree of judgment and knowledge of library procedures.
6. Using City vehicle, delivers or picks up books, mail or supplies from Branch Library, City Center or vendors.

OTHER JOB RELATED DUTIES:

7. Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Ability to:

- A. Perform clerical procedures of moderate difficulty.
- B. Follow written or oral instructions.
- C. Get along well with others.
- D. Effectively appraise quality and quantity of the work output of persons engaged in routine clerical and page procedures.
- E. Communicate effectively.
- F. Direct and train Library Pages.

EXPERIENCE AND TRAINING

Experience:

Twelve months experience in the performance of library clerk or page duties.

Training:

Enrollment in or graduation from high school or equivalent.

License:

Special assignments may require valid California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment: Working in an indoor environment including lifting boxes of books up to fifty (50) pounds in weight. Frequent bending, kneeling, stooping, squatting and reaching over head is required in shelving of materials. Task also require the pushing and pulling of book carts.

PROBATIONARY PERIOD: Six months

199CS94

June 1968

Revised June 1994

AAP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt